

**Sustainability Plan**  
**Public Disclosure Commission's Annual Progress Report – FY 2005**  
Executive Orders 02-03 and 04-01

**Section I: Agency Information, Policy and Goals**

**Agency contact information and responsible agency staff:**

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**Sustainability Policy Statement:**

The Washington Public Disclosure Commission is committed to fulfilling its responsibilities under Executive Order 02-03. We continue to make choices to enhance and/or change our daily business practices in order to reverse trends of natural system decline which threaten the economic health and social vitality of our state.

**Long Range Goals**

- Institutionalize sustainability as an agency value
- Raise employee awareness of sustainability in the workplace
- Minimize energy use
- Select non-toxic, recycled and remanufactured materials in purchasing and construction
- Expand markets for environmentally preferable products and services
- Reduce or eliminate waste as an inefficient or improper use of resources
- Increase use of electronic communications both internally and externally
- Purchase only "energy star" compliant electronic products
- Purchase chlorine free paper products only
- Use only recycled paper
- Encourage using both sides of paper before recycling
- Increase ease with which staff can recycle paper, cans, plastic, etc.
- When requesting motor pool vehicles, request alternate fuel vehicles
- Consider holding more meetings via telephone conference call
- Submit 100% of our print jobs to copy center electronically
- Provide video training to customers rather than on-site training
- Purchase products that do not contain the toxic flame retardant known as PBDE
- Encourage landlord (of our leased office space) to use low mercury fluorescent lighting and to recycle all lamps and bulbs
- Purchase printers capable of making double-sided copies. Set all existing printers to default to double-sided output, if capability exists

**Section II: Reporting on Objectives**

**Fleet Maintenance**

During FY 05, there were three Commission meetings where one or all Commissioners attended the meeting via telephone conference call rather than travel to Olympia saving a total of 985 travel miles and other costs totaling approximately \$635.

Approximately 35% of agency employees participated in a compressed, flex work week, thereby reducing the number of work commute miles driven.

### **Facility Construction, Operation and Maintenance**

#### Facility maintenance

In September, 2005, the PDC installed Green Label Plus rated carpet in its 7,000 square feet office space at 711 Capitol Way as a result of renewing our office lease. The agency chose the Green Label Plus carpet due to its stringent criteria for low chemical emissions, and use of recycled products. Further, as part of the agency's deferred maintenance, the office was painted with non-VOC (Volatile Organic Compounds) paint.

#### Recycling

Toner cartridges from fax machines, copiers and printers continue to be donated to charity or returned to the manufacturer for recycling.

Agency employees continue to use gently used office supplies like 3 ring binders, and file folders whenever possible rather than requesting new items. Further, staff purchase gently used furniture instead of new furniture, whenever possible.

All agency mixed paper is recycled and card board is broken down and placed in recycle bins in the building garage.

PDC staff disposed of electronic equipment, such as eight computer monitors, in an environmentally safe manner.

#### Reducing paper consumption

The PDC continues to provide instruction manuals and forms, calendars, brochures and other information to candidates and county auditors' offices by CD ROM rather than paper copy, thereby reducing our printing costs by over \$14,000 annually. In addition, blank forms, manuals, and all information necessary to register and report is available on the Commission's web site at [www.pdc.wa.gov](http://www.pdc.wa.gov).

To further reduce paper consumption, PDC staff provides materials by CD ROM to the Commission members for their monthly meetings. Additionally, new candidates and elected officials are encouraged to file their required Personal Financial Affairs statements via the PDC's web site. Finally, customers that contact the PDC are directed to the agency web site for requested information, or the information is either e-mailed to the customer or burned to a CD and mailed.

#### Reducing energy consumption -

At the close of business, copiers continue to be set to "energy saver" mode.

### **Section III: Communication and Education**

Sustainability issues are discussed at staff meetings and general information is emailed to staff at least quarterly. Employees will continue to receive emails as new information is available.

A link to the Sustainable Washington web site has been emailed to all staff. Email will be used to solicit ideas from staff.

#### **Section IV: Statewide Performance Measures**

##### **Copy Paper Use:**

During fiscal year 2005, the agency used 201 reams of 40% post consumer waste (recycled) paper, which is a reduction in usage of 47% from fiscal year 2004.

##### **Vehicle Miles Traveled<sup>1</sup>:**

PDC staff traveled approximately 880 miles, a reduction of 32% from fiscal year 2004.

#### **Section V: New or Updated Goals and Objectives**

There are none to report at this time.

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<sup>1</sup> Miles traveled by PDC staff for presenting workshops and training.